



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

April 12, 2005 7:00 PM

Clark County Health Department
Environmental Public Health Conference Room
1950 Ft. Vancouver Way
Vancouver, Washington

1.0 – OPENING OF MEETING

1.1 Call to order

President Mark Rees called the meeting to order at 7:05 p.m.

1.2 Roll call

Members present: Michael Ciraulo, Linda Dietzman, Randall King, Raul Moreno, Mark Rees, and Eric Aakko. Also present were Dick Engstrom, Acting Administrator, Joanne Roberts, Administrative Assistant, and John Wiesman, Health Department Director.

1.3 Review/approval of March 8, 2005 meeting minutes

A motion to approve the minutes of the March 8, 2005 received a second and was carried by unanimous vote.

1.4 Review/approval of agenda

A motion was made and seconded to approve the agenda as revised; passed unanimously.

2.0 – RECOGNITION OF VISITORS

2.1 Introductions

- Rob Barrentine of Barrentine, Bates and Lee, architect for the new shop/building.
- Don Strick, Clark County, Public Information Office.
- Cary Armstrong from Clark County Public Works.

2.2 Citizen Comments

There were no citizen visitors at the meeting.

3.0 – CONTINUING BUSINESS

3.1 New Building Update

Rob Barrentine

- planning process is finished;
- County is in its own land-use planning process to define future storage and paving on property;
- Process was slower than anticipated by County processes and obtaining SEPA from Washington State. The code was changed after plan was submitted resulting in readjustment of structural calculations; building will have its own retention ponds;
- All corrections have been made for land use, including 20 ft. easement on north side of road, as stated in letter from County;
- Proposed schedule from date of approval to completion is 29 weeks.
- The bidding process will be 5-6 weeks and will run concurrent with securing permits;
- Four contractors have been identified;
- Cost of materials has increased in the last 2 years and cost of grading increased due to utilities not being located where they were thought to be. Original estimate of hard costs was \$525K, those same costs are now \$625K, plus \$80K for fees, permits, furnishings, resulting in an estimate of over \$700K.

Requesting board action this evening on the following:

1. Authorization for purchasing permits, estimated at \$14,500; and
2. Approval to bid.

Discussion:

Q: If bids come in higher, are there options for decreasing expense?

A: Reduce square footage.

- In reserve to date: \$728K;
- What options are available if there is a shortage? Would John Wiesman check with the County regarding the possibility of borrowing in the event of a shortfall?
- To hesitate now would only increase costs.

Action: A motion was made by Michael Ciraulo to authorize the purchase of fees and permits up to \$14,500, and to approve bidding the project to the select bidder list to include bidder expenses related to the bid. Motion received a second and was unanimously approved.

3.2 Status of new Board member appointments

Dick Engstrom

- Eric Aakko was introduced by Dick Engstrom and the newly appointed board member representing Washougal;
- The City of Vancouver is continuing to seek applications, and expect to appoint within the next 30 days;
- The City of Yacolt has discussed an appointment, no decision at this time.

3.3 Recognition for Dean Lindgren

Linda Dietzman

Linda recommended a commemorative brick with the details of Dean's service on the Board to be installed at the Van Fleet Brick Plaza. Linda will check on the beginning date. Asking for approval up to \$100.

Action: Motion was made by Randall King to approve expenditure up to \$100 for recognition of Dean Lindgren. Motion received a second and passed.

3.4 Resolution No. 01-2005

A resolution was presented authorizing the District to follow these purchasing guidelines:

1. Items costing \$5,000 or more to be approved by the Chair of the Board of Trustees;
2. Items costing less than \$5,000 to be approved by the administering Health Department designee;
3. Agreements greater than \$20,000 to be approved by the Board and signed by the Chair of the Board;
4. Agreements less than \$20,000 may be authorized and signed by the Health Department designee.

Action: Motion was made to approve Resolution No. 01-2005; the motion received a second and was approved.

4.0 - NEW BUSINESS

4.1 Clark County Public Works Presentation

Cary Armstrong

Cary Armstrong, Clark County Department of Public Works, introduced the County's policy regarding environmentally responsible purchasing practices. Public Works is requesting a Memorandum of Understanding with the Board regarding buy-in of the policy. A waiver would be needed for listed chemicals.

After some discussion, this topic was tabled for the next agenda on July 12, 2005. The Board will send a reminder to Public Works regarding this item on the July 12 agenda.

4.2 West Nile Virus Communication Plan

Don Strick

Don Strick, is the public information officer (PIO) for the County Health Department and Water Program.

Don reminded the Board that Washington State is the only state in the contiguous United States that has not had a human case of West Nile Virus (WNV). The PIO is prepared in the following ways with messages in the event of WNV:

- a manual has been prepared for a WNV event;

- news release templates are ready in case of findings in dead birds or a human case;
- there is a regional message plan with Multnomah County, City of Portland and Washington County which resulted in prepared key points;
- public service announcements are ready;
- CVTV has a series to be aired in May;
- Meteorologists will be giving “tips of the day”;
- Gardening shows will feature prevention;
- The website will be reviewed and changes made as needed;
- WNV brochure distribution plans.

There was some discussion regarding repellant products, clothing treated with repellant, and insect zappers. It was reaffirmed that the District could not and would not endorse brands or specific products.

Some thoughts on proactive messages included:

- Role of Mosquito Control;
- Role of Health Department
- More information on sprayed areas, frequency and chemical(s) used;
- Encourage cities to link into mosquito control information on website.

Don will review the website and offer suggestions for improvement.

Dick will draft a statement and bring back to the Board at the next meeting to clarify the Board’s role in a WNV event.

4.3 Administrator’s Report

Dick Engstrom

4.3.1 Ridgefield Wildlife Refugee meeting is scheduled for Monday, April 18, 2005. Scheduled to attend are Dr. Justin Denny, Steve Kessler, and Dick Engstrom. Raul Moreno and Mark Rees will also attend.

4.3.2 Review of Bylaws is recommended. It was suggested a sub-committee be appointed for this work. It was agreed that the health department administrator would review and bring recommendations back to Board.

4.4 Update by Crew Chief

Steve Kessler

- Have not started monitoring store drains, yet;
- Now working with retention ponds and flood waters;
- Equipment is all up and running for the season.

5.0 – FINANCIAL REPORT

5.1 Expenditures through the end of March in the amount of \$15,213.84 were reviewed.

Action: A motion to approve the expenditures as presented received a second; motion passed unanimously.

6.0 – NEXT MEETING PLANNING/ADJOURNMENT

6.1 Meeting date and time: Tuesday July 12, 2005 - 6:00 PM at the Mosquito Control Shop, 8115 NE St. Johns Road.

6.1.1 Proposed agenda items:

- Bylaws
- Role of Board in WNV event
- Public Works request for MOU on environmentally responsible purchasing policy
- Building update

6.2 Adjournment

The above business being concluded, Michael Ciraulo moved, and Russell Marshall seconded the motion to adjourn.

Meeting adjourned at 8:48pm.

Respectfully submitted,

Joanne Roberts, Recorder

John Wiesman, Administrator

Linda Dietzman, Secretary-Treasurer